



**REQUEST FOR QUALIFICATIONS AND
DESIGN/BUILD PROPOSALS FOR
NEW CHILLER PLANT FOR BETHEL MIDDLE SCHOOL**

**Town of Bethel Procurement Committee/Town Finance
1 School Street, Bethel, CT 06801**

Request for Qualifications/Request for Proposals "RFQ/RFP 2019-301"

Project Summary: Town of Bethel seeks a design/build contractor to replace antiquated chillers at Bethel Middle School. Town requires that the new chiller plant be fully operational by August 9th, 2019.

RFQ/RFP Release Date: February 11, 2019

Mandatory Site Visit: Tuesday, February 19, 2019, 10:00 a.m. (Details below)

Response Deadline: Tuesday, March 5, 2019, by 10:00 a.m. (Submission details below)

Owner: The Town of Bethel ("Town")

Issued By: Town of Bethel Procurement Committee/Town Finance Department ("BPC/TFD")

Project Name: Bethel Middle School Chiller Plant

Project Location: Bethel Middle School, 600 Whittlesey Drive, Bethel, CT 06801

Town Contacts:

- Lauren Cunningham, Town of Bethel Purchasing Agent (203) 794-8514
- Ms. Theresa Yonsky, Board of Education Director of Fiscal Services (203) 794-8603
- Mr. Robert Germinaro, BOE Supervisor of Facility & Security Operations (203) 794-8603

Engineering Consultant to Town: Peregrine Energy Group, Inc.; Mr. Kaj Huld (207) 200-0167

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PROJECT REQUIREMENTS

A. Brief description of existing chilled water system to be replaced

The Middle School chiller plant consists of the two antiquated 100-ton reciprocating water-cooled chillers located in the main mechanical room. A single cell Evapco cooling tower located on a ground level pad outside the mechanical room provides heat rejection and is in poor condition. See the table below for details on existing equipment.

Chilled water is circulated by one of two 10 hp / 500 gpm centrifugal pumps that are believed to be in good serviceable condition and have recently been updated with VFDs. Condenser water is circulated by one of two 10 hp centrifugal pumps.

Unit	Type	Age	Mfgr	Model No.	Serial No.	Capacity (Ton)
CH-1	Water cooled recip	1991	Trane	CGWCD101RDNKK623FT	U90J02809	97
CH-2	Water cooled recip	1991	Trane	CGWCD101RDNKK623FT	U90H02808	97
CT-1	Cooling tower	1991	Evapco	AT 8-92	3B-148	193

B. Scope of Services

- Town seeks a Design/Build Contractor to replace end-of-life water-cooled chiller plant equipment at the Bethel Middle School.
- Town requires that the new chiller plant be fully operational by August 9th, 2019.
- The primary project objective is to restore functionality and reliability to the school's chilled-water based air conditioning system.
- The base project is install a new packaged air-cooled chiller that will require significantly less maintenance than existing equipment.
- Town also seeks pricing for a replacement water-cooled plant that offers better overall energy efficiency ("Alternate 1").
- Final selected replacement equipment shall maximize energy efficiency to the extent possible and shall be coordinated with Eversource to receive any available incentives.
- ***Respondents can submit proposals for both the base bid and the alternate or for either the base bid or the alternate.***

1. Design Services

Town will select the direction of the replacement plant (air-cooled vs. water-cooled chiller options) before the design formally commences. Bidder should therefore assume a singular design effort. Design services required for the plant replacement will include, but shall not be limited to:

- **Kickoff meeting.** Participate in an introductory kickoff meeting with the Town and/or Town Agent to: 1) Review the managerial and technical requirements of the project and 2) Identify and discuss considerations that require coordination or follow-up.
- **Site visits.** Make site visits to the work site to confirm equipment sizing and to identify existing conditions that may impact the work.
- **Load calculations.** Prepare cooling load calculations, as necessary, to ensure that the new plant is adequately sized. (At this juncture, it is assumed that 200 tons of capacity is sufficient; however, Engineer shall not assume that existing equipment is properly sized.)
- **Complete and appropriate design.** Verify that all necessary system components are appropriately designed, that the new installation will be compliant with all state and local codes, and that any necessary components and/or subsystems have not been omitted from the overall system design.
- **Components to remain.** Verify that any existing systems or components to remain are, at turnover, in a condition suitable for re-use consistent with a “new” installation. These potentially include but are not limited to: foundation pad, chilled water pumps and piping in the mechanical room, valves, and electrical components.
- **Controls integration.** Coordinate with the controls contractor (SNE) for controls integration to ensure that the new chiller has the same level of control as the existing chiller plant.
- **Utility incentive application.** Prepare Eversource incentive application and assist Town to secure Eversource incentive.

2. Design Documents

Engineering deliverables and documents prepared by the Design/ Build Contractor shall include, but not be limited to, the following:

- Mechanical demolition and construction plans.
- Mechanical details and schedules.
- Mechanical schematics.
- Electrical plans and details.
- Mechanical and electrical general specifications, including commissioning and test and balance requirements
- Cut sheets and/or shop drawings of new equipment

- ATC submittals, including control sequence of operations

3. Schedule for Design Deliverables

The Design/Build Contractor shall complete and submit the design deliverables as follows:

50% Submittal:

- Design/Build Contractor shall submit at minimum: Equipment selections & cut sheets; Initial demo and construction drawings; Equipment schedules and specifications.
- Submission will include an electronic set of drawings and documents for distribution and three (3) hard copies if requested.

90% Submittal:

- Design/Build Contractor shall submit a “draft” of the complete design, including all drawings and specifications, for review and approval by the Town or Town Agent.
- Design/Build Contractor shall provide an electronic set of drawings and documents and three (3) hard copies if requested.
- Design/Build Contractor shall provide an update on estimated construction budget for the project.

100% Submittal:

- Design/Build Contractor shall submit the completed design marked “approved for construction” with all drawings, specifications and supporting documents in electronic form and three (3) hard copies.

As-Built Drawing Set:

- Design/Build Contractor shall submit a revised set of the 100% submittal drawings reflecting any approved changes incurred during the construction process and marked “As-Built”.

4. Demolition, Construction and Commissioning Services

Design/Build Contractor shall provide comprehensive demolition, construction, and commissioning services necessary for a complete, high quality installation. Responsibilities shall include, but not limited to the following:

Base Project: Air-Cooled Chiller Plant

- Obtain all required permits before work commences.
- Complete all necessary preparation work, including drainage of chilled water, cutting back pipe for access, electrical demolition, etc.
- Remove and dispose of existing chillers, including evacuation and recovery of all refrigerant in compliance with state regulations and guidelines.

- Remove and dispose of cooling tower, condenser water pumps, and all condenser water piping in the mechanical room not slated for reuse.
- Modify or replace cooling tower pad as necessary for new chiller placement.
- Furnish and place new 200-ton Trane packaged air-cooled chiller model No. RTAC2004U**HU, or equivalent approved by Town or Town agent. See attached submittal from Trane. The new chiller shall be furnished with BACNet card for controls integration.
- Coordinate all rigging services, with Town with pre-approval of work plan and date.
- Supply and reconnect piping to the new chiller, as necessary. All exterior chilled water pipe shall be insulated with exterior metal sheathing. The exterior portion of the piping system shall have provisions for seasonal drainage to prevent freeze damage.
- Make electrical connection to the new chiller, including updating overload protect as necessary.
- Secure and erect security chain link fencing around the new chiller package with locked access gate.
- Ensure controls integration as follows: Middle School's BMS control system shall provide start/stop command to the chiller as well as provide the chilled water temperature setpoint. All field points within the Trane chiller, alarms, etc. shall upload to the BMS for monitoring purposes.
- Verify chilled water flow rate through chiller via TAB contractor.
- Coordinate provision of Trane factory technician startup services.
- Train Town personnel on proper operation and maintenance of the new chiller and supply an O&M manual.

Alternate 1: Water-Cooled Chiller Plant

Proceed with same services listed above, but to accommodate a water-cooled chiller plant. Additional scope shall include but is not limited to the following:

- Assess integrity of condenser water piping. At minimum it is anticipated that the piping will need to be mechanically cleaned to remove fouling, but may require replacement (include not to exceed T&M allowances as appropriate in pricing estimate).
- Remove and dispose of cooling tower and any condemned condenser water piping sections.
- Modify or replace chiller and/or cooling tower pad as necessary for new chiller and tower placements.
- Furnish and place two (2) new 100-ton Trane packaged water-cooled chiller model No. RTWD100F2**2A, or equivalent approved by Town or Town agent. See attached submittal from Trane. The new chillers shall be furnished with BACNet cards for controls integration.

- Furnish and install one (10) Marley or BAC 230-ton cooling tower. The cooling tower fan shall be equipped with a variable speed drive.
- Install condenser water piping as needed.
- Provide new conductivity monitor and blowdown controller and piping as necessary for fully automatic tower blowdown control.
- Install new condenser water chemical injection metering pumps and related piping, as necessary.
- Secure and erect security chain link fencing around the new tower with locked access gate.
- Ensure controls integration as follows: Middle School's BMS control system shall provide start/stop and lead/lag command to the chillers (2) as well as provide the chilled water setpoint. The BMS will also control the cooling tower fan on/off and FFD speed to maintain condenser water setpoint. All field points within the Trane chiller and cooling tower, alarms, etc. shall upload to the BMS for monitoring purposes.
- Coordinate provision of Trane factory technician startup services of chillers (2)
- Coordinate provision for Marley / BAC factory technician startup services.

PROPOSAL REQUIREMENTS

A. Mandatory Site Visit

All interested companies must participate in a mandatory walk through of the sites. This walk through will take place on Tuesday February 19, 2019 at 10:00 a.m. at the Bethel Middle School. Questions regarding the walk through can be directed to Mr. Bob Germinaro at (203) 794-8603.

B. Questions

Questions can be submitted in writing to Theresa D. Yonsky at yonskyt@bethel.k12.ct.us through Thursday February 28, 2019. Responses will be supplied to all interested firms via email. No direct or indirect contact with selection panel members is allowed and will be grounds for immediate rejection of the proposal; all questions must be submitted as described in this paragraph.

C. Proposal Submission Deadline and Format

All RFQ & RFP submissions must be received by the Town by **10:00 a.m. on Tuesday, March 5, 2019.**

Request for Qualifications and Request for Proposals must be submitted in a sealed envelope clearly marked **"Bethel Middle School Chiller RFQ/P 2019-301"**. Five (5) copies should be submitted. The responses must be submitted to the office of Purchasing Agent, Town of Bethel, 1 School Street, Bethel, CT 06801. *Responses can be submitted for both the base bid and the alternate or for either the base bid or the alternate.*

Any information or materials submitted as a response to this RFQ and RFP shall become property of the Town of Bethel and will not be returned. Any expense incurred for the submission of this RFQ and RFP is the responsibility of the firm submitting and no expense will be reimbursed by the Town/BPC/TFD. All submitted materials will be available for public review.

D. Cover Letter/Executive Summary.

Proposals shall include a Letter of Introduction on firm letterhead explaining the firm's interest in the project and why your firm is the most qualified for these projects. An officer of the company must sign this letter of introduction and intent. Include any information pertinent to the projects or selection process that is not requested in the following.

E. Qualifications Package

Minimum information to be included:

Firm Overview.

- Name of firm and firm's representative and his/her contact information
- Location of principal and branch offices that would work on these projects
- Length of time in business

Experience. List similar size and scope projects you have completed in the last three (3) years and highlight if you have done work for a CT Public School District. *Submission of these projects shall constitute your permission for the Owner to contact those entities for references.*

Capacity of the Firm. Describe firm's experience with similar size projects and available capacity of key staff required to perform the work within the required time frame.

Past Claims or Disputes.

- Please list any claims, disputes, or arbitration proceedings that have occurred on any school projects you firm has been involved with in the last five (5) years. Indicate who they were with and give a status of each even if they are pending.
- Please list any school building projects in the last five (5) years in CT for which your firm was removed or chose to leave during the project.
- Information concerning any suits filed, judgments entered or claims made against your firm during the last five (5) years with respect to services provided by your firm, or any declaration of default or termination for cause against your firm with respect to such services. In addition, state whether during the past five (5) years your firm or your proposed consultant(s) has been suspended from bidding or entering into any government contract.

Affirmative Action.

- Include statement of Affirmative Action compliance. If you need a sample, one can be provided.
- Also, as this is a Bethel Public School Project, adherence to Bethel Board of Education's Non-discrimination clause is required and is listed here:

The Bethel Public Schools are committed to a policy of equal opportunity/affirmative action for all qualified persons. The Bethel Public Schools do not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut State and/or Federal nondiscrimination laws and provides equal access to the Boy Scouts and other designated youth groups. The Bethel Public Schools do not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Bethel Public Schools nondiscrimination policies should be directed to:

Dr. Kristen Brooks (Title IX District Coordinator)
Assistant Superintendent of the Bethel Public Schools
1 School Street, Box 253

Bethel, CT 06801
 Phone: (203) 794-8613
 email: brooksk@bethel.k12.ct.us

Mrs. Susan Budris (Section 504 District Coordinator)
 Director of Special Education and Pupil Services
 1 School Street, Box 253
 Bethel, CT 06801
 Phone: (203) 794-8616
 email: budriss@bethel.k12.ct.us

F. Proposed Project Approach

Minimum information to be included:

Discussion of Key Milestones. Provide a description of how you will accomplish key milestones (including, but not limited to: project kick-off; design development, review, and approval; ordering of equipment; demolition; construction; startup; commissioning)

Schedule. Include a high-level project schedule for key milestones that results in project completion by the August 2019 deadline.

Staffing. Identify key staff to be assigned, including managers, with roles and responsibilities.

Sub-Contractors. Identify any subcontractors to be used, their roles and responsibilities, your prior experience working with these sub-contractors, and sub-contractor qualifications to assume assigned tasks.

Periodic Progress Meetings. Describe how you propose to update Town on project progress and next steps.

Pricing. Complete and submit the attached Pricing Proposal form.

G. Additional Requirements

Proposal shall confirm the following in writing:

1. Insurance coverage

The Contractor shall purchase the following types of insurance, and maintain all insurance coverage for the life of the contract, from an insurance company or companies with an A.M. Best rating of A- (VII) or better. Such insurance shall protect and indemnify Town of Bethel and Bethel Board of Education from all claims which may arise out of or result from the Contractor's obligations under this Agreement, whether caused by the Contractor or by a subcontractor or any person or entity directly or indirectly employed by said Contractor or by anyone for whose acts said Contractor may be liable.

As to the insurance required, the insurer(s) and/or their authorized agents shall provide Town of Bethel and Bethel Board of Education with certificates of insurance prior to commencement of the work, describing the coverage and providing that the insurer shall give Town of Bethel and Bethel Board of Education written notice at least ten (10) days in advance of any termination, expiration or changes in coverage.

Worker's Compensation

Contractor shall provide worker's compensation and employer's liability insurance that complies with the regulations of the State of Connecticut with limits no less than \$1,000,000 each accident by bodily injury; \$1,000,000 each accident by disease; and a policy limit of \$1,000,000. Such policy shall contain a "waiver of our right to recover from others endorsement" in favor of the Town of Bethel and Bethel Board of Education.

Commercial General Liability Insurance

Contractor shall provide a commercial general liability insurance policy that includes products, operations and completed operations. Limits should be at least: Bodily injury & property damage with an occurrence limit of \$1,000,000; Personal & advertising injury limit of \$1,000,000 per occurrence; General aggregate limit of \$2,000,000 (other than products and completed operations); Products and completed operations aggregate limit of \$2,000,000. Such coverage will be provided on an occurrence basis and will be primary and shall not contribute in any way to any insurance carried by the Town of Bethel and Bethel Board of Education. Such Policy shall name the Town of Bethel and Bethel Board of Education as an Additional Insured with respect to claims arising out of the Contractor's negligence or for the negligence of those for whom the Contractor is responsible, by endorsement, ISO Forms CG2010 and CG 2037 or their equivalent.

Commercial Automobile Insurance

Contractor shall provide commercial automobile insurance for any owned autos (symbol 1 or equivalent) in the amount of \$1,000,000 each accident covering bodily injury and property damage on a combined single limit basis. Such coverage shall also include hired and non-owned automobile coverage.

Umbrella Liability Insurance

Contractor shall provide an umbrella liability policy in excess (without restriction or limitation) of those limits and coverage described in items (A) through (C). Such policy shall contain limits of liability in the amount of \$5,000,000 each occurrence and \$5,000,000 in the aggregate.

Engineers Professional Liability Insurance

Contractor shall purchase and maintain a policy covering their errors & omissions with limits no less than \$2,000,000 each claim and \$2,000,000 in the aggregate. If written on a claims made basis, such insurance shall be maintained for no less than three years after completion of the work.

2. Independent Contractor

All activities performed by the Contractor and its agents, employees or representatives are, for all purposes under this Agreement, performed as an independent contractor and not as an employee of Town of Bethel and Bethel Board of Education and neither the Contractor nor its employees shall be entitled to any benefits to which employees of Town of Bethel and Bethel Board of Education are entitled including, but not limited to, worker's compensation, overtime, retirement benefits, health care benefits, vacation pay or sick leave.

3. Indemnification

The contractor shall indemnify and hold harmless the Town of Bethel & Bethel Board of Education and its agents and Employees from and against all claims, damages, losses and expenses, including Attorney's fees arising out of, or resulting from the performance of the work.

H. Exceptions to RFQ/RFP Requirements Herein

Provide a detailed list with explanations of any and all exceptions being made in the proposal.

PROPOSAL REVIEW AND CONTRACTOR SELECTION PROCESS

A. Selection

The BPC/TFD will review the responses for compliance with the required documentation to determine responsiveness. The responsive submittals will then be evaluated based on the responses to specifics outlined in this RFP/RFQ, including but not limited to the following criteria:

- Price
- Experience with work of similar size and scope with successful outcomes
- Past performance/ References
- Project schedule and ability to meet early August completion requirement
- Warranty offered on equipment and labor
- Capability to support utility incentive applications
- Other criteria specific to the project

The BPC/TFD may narrow the list of applicants and schedule follow up questions as they deem necessary. Public Law 08-169 requires the Selection Committee to make an award "...from a pool of not more than the four most responsible qualified proposers..." The "most responsible qualified proposer" is the proposer "...who is qualified by the awarding authority when considering price and the factors necessary for faithful performance of the work based on the criteria and scope of work included in the request for proposals."

B. Right to Reject Submissions

The Town/BPC/TFD may at any time prior to the selection of a respondent reject any and all proposals and cancel this RFQ/RFP, without liability therefore, when doing so is deemed to be in the Town's best interests. Further, regardless of the number and quality of proposals submitted, the Town/BPC/TFD shall under no circumstances be responsible for any respondent's cost, risk and expenses. The Town accepts no responsibility for the return of successful or unsuccessful proposals. This RFQ/RFP in no way obligates the Town/BPC/TFD to select a respondent.

Schedule A: PRICE PROPOSAL FORM

Company Name: _____

Company Address: _____

Company Phone #: _____

Company email: _____

Base chiller replacement materials cost: \$ _____

Base chiller replacement labor cost: \$ _____

Base chiller subcontractor cost: \$ _____

Base chiller replacement total cost: \$ _____

Alternate 1 chiller replacement materials cost: \$ _____

Alternate 1 chiller replacement labor cost: \$ _____

Alternate 1 chiller subcontractor cost: \$ _____

Alternate 1 condenser water piping (not to exceed cost): \$ _____

Alternate 1 chiller replacement total cost: \$ _____

Other Alternates recommended by bidder, not to exceed: \$ _____

(Describe on separate sheet)

Change Orders:

Hourly rates (Attach separate sheet as needed): \$ _____

Markup on equipment and materials: _____ %

Signature _____

Date _____

Title _____